

Hi Shyamala,

Resignation accepted.

Also, as you are aware that the updated notice period at your level is 30 days, so your LWD would be 14th Aug'25.

You need to submit the same in Workday. [Submit Resignation - Workday](#)

Also Please Note that during notice period:

- No leaves except Sick Leave are allowed while serving notice period.
- All company properties must be returned on LWD, and clearance must be received from all departments.
- Please prepare for knowledge transfer to new user who will be joining team soon.
- Please make sure you are completing all your deliverables during this period, If adequate performance is not met then this notice period could be increased for days which you take leave or don't perform.

We wish you all the best.